

JBHS VMA CHECK REQUEST FORM

Requested By: _____ Date: _____

Payable To: _____ Amount: \$ _____

Give To: _____

Mail To: _____ City/State: _____ Zip: _____

Description	Amount
_____	_____
_____	_____
_____	_____

(use the other side for additional expenses) **TOTAL** \$ _____

Classification of expense breakdown

By Choir Expense

- Chamber/Powerhouse
- Madrigals/ Sound Sensations
- Sound Waves
- Decibelles
- Men @ Work
- NeoChromatics
- Muses
- Tech

By Event/Activity Expense

- Administration
- Performances/Shows**
- Alumni Pop Show
- B.O.B
- Holiday Spectacular
- Pop Show
- Pop Show Unplugged
- Spring Concert
- Fundraisers**
- Golden Note

- Raffle
- Pancake Breakfast
- Music Showcase

Competitions

- Candlelight (PH)
- A Capella
- Burbank Blast
- Brea
- Hart
- Los Alamitos
- Cypress
- Oceanside
- Other: _____

Activities/Events

- Out of State Trip (PH/SS)
- Out of State Trip (SW/DB)
- Camp—Pali Mtn
- Camp—Keystone
- Camp—Summer
- Awards Ceremony
- Other: _____

By Other Miscellaneous

- _____
- _____
- _____
- _____
- _____

Please be as specific as possible so that we may post the expense to the proper account!

Example—

** transportation: truck rental: Pali Mtn;*

** Printing: programs: Holiday Spectacular;*

** Costume: warm-up suits: Chamber*

** Administration: office supplies: box office*

Treasurer Use Only

Date Paid: _____ Check #: _____ Approved by: _____

Receipts Attached